



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

December 16, 2014

Hajabo Kuso  
6011 Creston Ave  
#8  
Des Moines, IA 50321

Dear Child Care Provider,

This letter is in regards to the November 17, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

***The number for Poison Control is 1-800-222-1222. Fire and Police stations should be local. I would suggest posting these numbers on one sheet and hanging them on your cork board.***

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

***These numbers can be written as the same sheet as your emergency numbers. It is important that these numbers be hung in a visible location.***

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

***You did have appropriate emergency plans posted but indicated that you need to practice these drills monthly and document these efforts. It is important to have the children practice them in the event of a true emergency they know what to do. Please practice drills even in the winter. I would suggest going to the door without going all the way outside if weather is inclement.***

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

***There is a fire extinguisher in the hallway of your building, however, I am requiring you to have an extinguisher inside your apartment. I want to be sure you always have access to one if you need it in the event the one in the hall is unavailable.***

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

***Your current CPR certification expired in October 2014. You will need to renew this certification as soon as possible. Please contact Child Care Resource and Referral at 515-246-3560 for assistance locating a class. You should request to speak with Kelly Phelps.***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

***You reported you have this completed but need to find the form and place it in your provider file. Please use the new forms located on pages 24 and 25 for your next physical. You will need to take this form to your doctor to complete; this form is good for three years. You reported having an appointment in November, please take the appropriate documents at this time.***

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

***Please contact Kelly Phelps at Child Care Resource and Referral at 515-246-3560 for assistance locating additional trainings. You can also take classes online to help meet some of these requirements; please see page 11***

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

***Please hang so that this is visible when people walk into your home.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***You had no files prepared for any of your daycare children. You will need to obtain individual files or folder and keep each child's information separated. Please see below the requirements for***

***each child's paperwork. I would also suggest going through each of your files on an annual basis to update all necessary information.***

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***You can use pages 1-2 in the packet provided to assist.***

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***Please refer to pages 1-2.***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Please use page 3 in the packet. This form is very important if a child would need emergency medical treatment while in your care.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Please request from children's parents.***

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

***You may use page 4, provide to parents so they can get a physician's signature.***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***You may use page 4, provide to parents so they can get a physician's signature.***

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

***You may use page 4, provide to parents so they can get a physician's signature.***

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***Identified on page 1***

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***Request from parent.***

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

***Request from parent.***

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

☐ **110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"**

☐ 110.8(2) Has three written references which attest to character and ability to provide child care.

***Please keep copies and maintain in your provider file at all times.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: March 12, 2015**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Melissa Crawford  
Social Worker II

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).